

Instructions for Completing a Motion for Order Releasing Unclaimed Funds (Form F 3011-1)

A fill-able Form F3011-1 can be downloaded from the court's web site. Go to www.cacb.uscourts.gov and select Forms, Rules, and General Orders. Then select Local Bankruptcy Rules and Forms. Scroll down to Form number F3011-1 and click on the Adobe Reader icon. You can download or print from this screen. You may need to download Acrobat Reader to view, download or print the form. A free version is available at www.adobe.com.

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- Enter your name, address, telephone number, fax number (if applicable), and bar number (if an attorney). Located in the upper left hand corner of the page
- Enter the debtor's name in the "In re" field.
- In the Case Number box, enter the case number in the following format:
 - o Office Code: Two-Digit Year-Case Number-Judge Initials (Ex. **2: 08-10001-JN**)
- No initial hearing date is required for this motion
- Complete item 1 (if you do not know the claim number, leave it blank)
- Complete item 2

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- Enter the debtor's name in the "In re" field.
- Complete items 3a, 3b, and 4.

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- Enter the debtor's name in the "In re" field.
- The corporate seal is required for any corporation.
- Type or Print the creditor's/successor's name and address
- IMPORTANT! You must sign the form in the presence of a notary public in the state in which the form will be signed and have the form notarized.

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- Enter the debtor's name in the "In re" field.
- If you are being represented by an attorney or a fund locator, he or she must complete this section and his or her signature needs to be notarized.

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- Enter the debtor's name in the "In re" field. Enter the case number to the right.
- The Proof of Service needs to be complete:

- Enter the date in the provided field.
- Enter the U.S. Attorney's Office and the U.S. Trustee's Office addresses in the field provided below the first paragraph.
- Enter the appointed case trustee's and their counsel's, if any, name(s) and addresses.
- Enter the debtor's name and their counsel's, if any, name(s) and addresses.
- If Movant is not the original creditor, type in the original creditor name and address and the creditor's counsel, if originally represented by an attorney.
- Sign and type or print your name.

All pages – the form and copy of all the attached evidence

- Copies will need to be mailed to those listed on the Proof of Service form (page 5 of the motion) by the claimant or the person completing the Proof of Service.

The court requires the original document, plus one copy to be sent to the following address:

Financial Services Department
ATTN: Unclaimed Funds Processor
255 E. Temple Street, Room 1067
Los Angeles, CA 90012

Or, you can submit the motion in person at the Intake Counter in any division within the Central District of California. For a list of divisions, please select Locations from our web site at www.cacb.uscourts.gov.

Items to submit include, but are not limited to, the following:

- For individual original claimants (or Sole Proprietor)
 - Completed F3011-1 as explained in the instruction above (original plus one copy),
 - Complete W-9 form from the Internal Revenue Service (**page one only**) for the claimant. This can be downloaded from www.irs.gov,
 - Copy of valid Photo identification for the claimant (DMV Driver's License or Identification Card, Passport, or verifiable Federal Government employee identification).
- For successor claimants (non-corporate)
 - Same as above, plus below
 - If claiming on behalf of a deceased individual, a certified copy of the death certificate and proof that you are the executor of the individual's estate (certified copy of court documents listing you as executor or administrator).
- For Corporations, Partnerships, or LLC's
 - Same as for individual original claimants, plus below
 - If claiming on behalf of an existing company
 - the Corporate seal needs to be stamped or embossed on the original motion,
 - a signed document from the company president, vice-president, secretary or his/her assignee or a corporate official stating that the claimant has the capacity to act on

the behalf of the corporation for requesting the company's unclaimed funds and the assignor has the official capacity to assign this duty to the claimant,

- a notarized Authority to Act or notarized Limited Power of Attorney or any notarized document in which the signer has received the authority to collect money on behalf of the corporation.
- If claiming on behalf of a merged company or dissolved corporation or a successor to claims
 - In addition to the above, if applicable, any verifiable proof of a corporate dissolution, a corporate merger, or any related document in which the original corporation that had the right to claim the unclaimed funds is no longer operational, or
 - A certified or verifiable document(s), such as sale of assets or a purchase of business uncollected funds, showing the name of the corporation and proof of the purchase of any assets, or
 - Any other document showing a succession of the original claim.

Other information

- We cannot release any funds without an Order to Pay, signed by the judge (Note: this will be submitted by the Financial Services Department).
- We cannot release any funds without a complete W-9 form (page one only).
- No court employee is allowed to give legal advice.
- Motions for Order Releasing Unclaimed Funds should not be electronically filed via CM/ECF. They are to be submitted in person or by mail.